

**SECRET**

15 July 1995

**MEMORANDUM FOR:** Chief, Central Processing Branch  
**VIA:** Deputy Director (Support)  
**SUBJECT:** Authorizing Official for Domestic Travel  
Orders of the SA Domestic Operations Directorate  
**REFERENCE:** (a) CWD 22-3  
                 (b) AIRACR Administrative Plan Sec. V  
                 (c) Letter of Instruction to Chief, CWD

**Effective 1 August 1995** [ ]  
in his capacity as Chief, SA Domestic Operations Directorate is  
hereby designated the Authorizing Official for non-recurring  
domestic travel orders issued by the SA Domestic Operations  
Directorate. The appropriate signature is affixed.

**Distribution:**  
0 & 1 - Addressee  
1 - SR/BF  
1 - DD (S)  
1 - SR/Admin  
2 - SR/DOB (17 in)  
2 - chronos

**[initials, SA Operations]**  
DECLASSIFIED AND RELEASED BY  
CENTRAL INTELLIGENCE AGENCY  
SOURCES/METHODS/EXEMPTION 3B2B  
NAZI WAR CRIMES DISCLOSURE ACT  
DATE 2007

**SECRET**

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15 July 1955

MEMORANDUM FOR: Chief, Finance Division

VIA: Deputy Director (Support)

SUBJECT: Designation of Approving Officer

REFERENCE: (a) AFACIS Administrative Plan  
(b) Letter of Instruction for Chief, 200

1. Effective 1 August 1955 [ ]  
in his capacity as Chief, SR Domestic Operations has been  
hereby delegated the authority to act as Approving Officer  
for the SR Domestic Operations func under the provisions  
of references (a) and (b).

2. [ ] will sign financial notes and  
standard forms for AFACIS including:

Requests for Advance  
Accountings for Advances  
Domestic Travel Vouchers  
Reimbursement Vouchers  
Agent Duty Status Reports

3. The signature of [ ] is affixed.

[ ]  
Chief, SR Division

Distribution:

0 & 1 - Addressees

1 - DD (S)

1 - SR/BF

1 - SR/Admin

2 - SR/DOB

2 - chronos

(17 in.)

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15 July 1955

Letter of Instruction

MEMORANDUM FOR: [ ]

SUBJECT: Designation as [ ]

REFERENCE: (a) SR Project ABACUS  
(b) Administrative Plan for Project ABACUS

1. You are hereby instructed to assume the authorities and discharge the responsibilities of a [ ] as specified in the approved references (a) and (b), to be effective 1 August 1955.

2. You are enjoined to make periodic reference to the special authorizations in the Administrative Plan which was furnished you. Particular attention should be paid to the financial provisions in paragraphs No. 16 (emergency purchases), No. 20 (travel expenses), No. 21 (settlement of disputes), No. 23 (entertainment), No. 26 (settlement for accidents), and No. 29 (repairs to automobiles). In case of disputed interpretation, you will consult with the signatories.

3. The preparation and submission of a quarterly operating budget is mandatory for allotment of funds. This budget request must be in accordance with prior approvals of administrative requirements specified in the Administrative Plan. The following ceilings must be observed: Paragraph 3 for table of organization, paragraph 4 for contract-type employees, paragraph 5 for trainees and agent holding, and paragraph 6 for logistics.

4. Amendments to this letter of instruction can be initiated by Chief, SR Division, or Chief, Domestic Operations Base, based on experience in operating under this new system.

5. You will acknowledge this letter of instruction by your signature and return it to Chief, SR.

\_\_\_\_\_  
Chief, SR, D.O.B.

Concur:

\_\_\_\_\_  
OFFICE OF COMPTROLLER, D.O.A.

Accepted:

\_\_\_\_\_  
Chief, D.O.B.

**SECRET**

M.W.F. (Signature)